

**PPD Administrative Procedure
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<u>Chapter #</u>	<u>Description</u>	Revised	Revision Date	Revision Due Date
PPD_ADMIN_001	Division Office Signature Approval	Luz Jaquez	12/02/08	12/02/10
<i>PPD_ADMIN_003</i>	<i>RETIRED - PPD Implementation of Fermilab's Anti-Harassment Policy</i>	<i>Retired</i>	<i>3/11/08</i>	<i>Retired</i>
PPD_ADMIN_004	Management of Supervisory Working Personnel Files	Elaine Phillips	12/3/08	12/3/10
PPD_ADMIN_005	Experimental Areas Tour Requirements	Wayne Schmitt	9/30/08	9/30/10
PPD_ADMIN_006	Employee Temporary Reassignment within PPD	Elaine Phillips	2/28/08	11/20/10
PPD_ADMIN_007	Travel Authorization Policy	Luz Jaquez	12/2/08	12/2/10
PPD_ADMIN_011	New Employee Work Place Orientation	Wayne Schmitt	11/20/08	11/20/10
PPD_ADMIN_012	Absence From The Laboratory	Luz Jaquez	12/1/09	12/1/2010
PPD_ADMIN_015	Warehouse Storage Request Form	Elaine Phillips	12/3/08	12/3/10
<i>PPD_ADMIN_017</i>	<i>RETIRED - Critical Sys. & Sys Requiring Special Read Protection</i>	<i>Retired</i>	<i>3/13/08</i>	<i>Retired</i>
PPD_ADMIN_018	Purchase Requisition Guidelines	Luz Jaquez	12/3/08	12/3/10
PPD_ADMIN_019	Policy on Computing	Elaine Phillips	12/3/08	12/3/10
PPD_ADMIN_020	Restrictions on Purchases & Changes to ProCards	Ellie Arroyo	4/27/07	11/21/10
<i>PPD_ADMIN_021</i>	<i>RETIRED - Policy on Co-Op Students</i>	<i>Retired</i>	<i>3/12/08</i>	<i>Retired</i>
PPD_ADMIN_022	Employee Transfer/Termination Checklist	Elaine Phillips	12/3/08	12/3/10
PPD_ADMIN_023	Policy on Loan Agreements	Elaine Phillips	12/3/08	12/3/10
PPD_ADMIN_024	PPD Employee Recognition Safety Award Program	Wayne Schmitt	12/5/08	12/4/11

PPD_ADMIN_025	Data Support Group Policy Microsoft Software Licensing	Elaine Phillips	12/3/2008	12/3/10
PPD_ADMIN_026	PPD Guest And Visitor Procedure	Luz Jaquez	7/8/09	7/8/2011
PPD_ADMIN-027	Loaner Bicycle Program	Amber Larson	11/20/08	11/20/10
PPD_ADMIN_028	Building Management Policy	Rick Ford	5/9/06	5/9/08
PPD_ADMIN_029	Calibration Policy	Keith Schuh	7/8/09	7/7/13